

# Utah State Youth Court Conference 2005

## *Youth Courts –Making a Difference in our Community*

### ADVISOR REGISTRATION INFORMATION PACKET



#### ITEMS INCLUDED IN PACKET:

- Hotel Information
- Registration Information
- Conference Registration Forms
- Conference Rules
- Final Preparation Items



#### **LODGING:** You will need to make your own hotel reservations.



##### **Holiday Inn, St. George, Utah :**

850 South Bluff Street, St. George, UT 84770 –Phone 800-457-9800

A block of 100 rooms has been reserved at the State Rate of \$65.00 per night plus tax, for up to 4 persons per room. If you are tax exempt be sure the check paying for the rooms is issued from the tax exempt agency and you provide a Tax exempt certificate to the hotel.

**Reservations MUST be made by Wednesday, June 1, 2005. Hotel Check-In is 3:00 pm and Check-Out is 12:00 pm.** The hotel will have some rooms available for earlier check-in and luggage can be stored in the conference staff room. It is important that all participants are respectful of other guests while in their rooms, the hallways, and other areas of the hotel.

#### **MEALS:**

The following Meals will be provided by the conference at the hotel.

Day 1: Lunch Buffet.

Day 2: Continental Breakfast, and Lunch.

Day 3: Continental Breakfast, Lunch, and Formal Banquet Dinner.

Day 4: Continental Breakfast.



#### **DRESS CODE:**



You will need semi-formal dress for the banquet Friday Night. School dress codes apply to the conference. Shoes must be worn while in the hotel. Advisors, please monitor the dress code of your group.

#### **DOOR PRIZES:**

Last year the Training Committee purchased several big & small prizes to spice up the drawings (**Stereos, DVD Players, Walkman, CD cases, cameras, etc**). These prizes were such a big hit, we have decided to purchase several prizes again this year.

In order to increase the number of participants who can win prizes, **we request each youth court to provide 2 door prizes**. Please turn your donations into the registration desk when you check-in at the conference Wednesday afternoon.



## **CHAPERONES:**

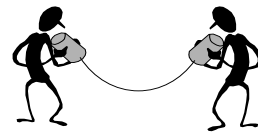
Your youth court needs to provide both male and female adult chaperones. You will be responsible for supervising the youth from your court while in the hotel and while participating in conference activities and classes. We ask that as chaperones, you meet each of the youth you are in charge of and facilitate the following items:

1. Find out if each youth has any medical, diet, or other special needs. Also be sure you know how to help them in case of an emergency regarding those special needs.
2. Ensure that the youth you are in charge of understand the rules.
3. You are responsible for monitoring the youth you are in charge of during the night and while they are in their rooms.



## **GENERAL RULES:**

1. Respect each other, yourself, other hotel guests and the property of the Hotel.
2. Adult supervisors are responsible for the youth in their group at all times and are expected to monitor them throughout the night.
3. Youth should make sure your adult supervisor knows where you are at all times.
4. ALL participants must wear their name badges during conference seminars and all meals.



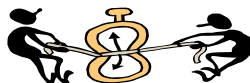
## **CONFERENCE REGISTRATION:**

Conference Registration Forms are included and need to be sent along with full payment to: Lori Silcox, 8068 South Roosevelt Street, Midvale, UT 84047.

**CONFIRMATIONS:** A confirmation of your registration for the conference (NOT the hotel rooms) will be mailed, faxed or e-mailed to you. Please review this information carefully. Please notify Lori Silcox (801) 255-0227 or fax (801) 256-9569 immediately if any changes need to be made. Pay particular attention to the spelling of everyone's name to ensure everyone's name is spelled correctly on the name badges and certificates. Also be sure and notify Lori if you have any substitutions for registered participants.

- Remember to invite Dignitaries from your area. **You** will need to submit a Dignitary Registration Form & make reservations for their hotel rooms if necessary.

## **LATE CHECK-IN REGISTRATION:**



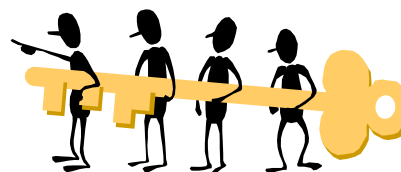
Please notify prior Lori Silcox prior to the conference if you will be late for the registration check-in. Holiday Inn requires us to notify them of late arrivals. Upon arrival contact Lori

Silcox cell (801)558-8616 or find Juri Strong, Kathleen Zeitlin or Karlene Peart to pick up your registration packets.

## **CONFERENCE CHECK-IN: 1:00 pm – 3:00 pm**

Conference Registration will be held in the meeting area of the Holiday Inn from **1:00 pm- 3:00 pm** (You will need to check-in at the hotel front desk to get your room keys.) There will be Representatives at the registration table in charge of the following:

- ❖ **Stop #1:** Confirm Conference Registration  
Hand out your Name Badges  
Note Exceptions: Registrant changes (substitutions), Correct Name Spelling, etc.  
**NOTE: All registrations must be paid for prior to the conference.**
- ❖ **Stop #2:** Hand out your Conference Packets and Souvenir T-shirts for each participant in your group and collect the door prizes you bring.

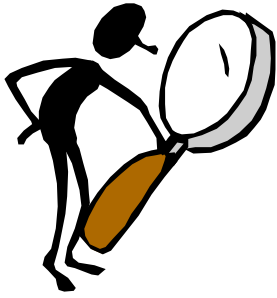


### **REGISTRATION INSTRUCTIONS:**

- **BEFORE YOU ARRIVE** you need to assign one (1) adult to be designated as the Registrar for your group
- **WHEN YOU ARRIVE THE REGISTRAR WILL NEED TO:**
  1. Check in with the Conference Registration Table. Check your list of registered participants for accuracy and ensure that all registrations have been paid for. Make any corrections with the person in charge of Registration Changes. Pick up your Name Badges
  2. Pick up Registration Packets and T-shirts for each member of your group.
  3. Check in with the hotel to get your room keys. **REMEMBER you are making your own Hotel reservations.**
  4. Eat lunch provided at the Holiday Inn 1:00 – 3:00 p.m. Mixer games and activities will be provided within the complex from 1:00 – 2:50 p.m.
  5. **Report to the “Welcome Session” at 3:00 p.m.**
- **DURING THE FIRST EVENING**

Review spelling of all names and make any corrections so that the certificates will be correct. **Turn in your changes to Lori Silcox at the beginning of the conference on Friday morning.**





## Check List

Get Excited!...

Get Prepared!...

Get your people ready and **GO!**

### Preparation List:

- ☐ Hand out a copy of the Conference Flyer to all your youth & adult volunteers and to other people in your community who support your youth court. Include a copy of the Individual Registration Form or the Dignitary Registration Form.
- ☐ Plan Fundraising activities.
- ☐ Arrange for Transportation
- ☐ Arrange for adequate chaperone supervision of your youth.
- ☐ Collect individual Registration Forms (to be brought with you to the conference for your reference).
- ☐ Submit a Group Registration Form and Dignitary Registration Forms by Wednesday June 1, 2005 to Lori Silcox, 8068 S. Roosevelt Street, Midvale, UT 84047 along with payment.
- ☐ Make your Hotel Reservations by Wednesday, June 1, 2005
- ☐ Give conference information, hotel contact information, and advisor cell phone numbers to parents.
- ☐ Review conference agenda, dress code, and rules with your youth.
- ☐ Designate an individual responsible for registering your group.

### Bring the following items:

- ☐ Bring your individual registration forms for you participants and a copy of the Registration Confirmation or Group Registration Form showing the people actually coming to the conference. Make changes for any last minute substitutions or cancellations.
- ☐ 2 Door Prizes.
- ☐ Games to be played during social times Wednesday & Thursday evenings.
- ☐ Money for meals not provided by conference (2 Dinners & 1 Lunch)

- Semi-formal clothes for the banquet Friday night.